



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

LABOR RELATIONS TECHNICIAN

Class No. 002439

■ CLASSIFICATION PURPOSE

Under general supervision, to assist in the day-to-day operation of the County employer-employee relations program by performing a wide variety of technical and support activities for Labor Relations Officers; and performs related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is a specialized, para-professional classification assigned to perform operational, technical and administrative support duties in the Labor Relations Division of the County of San Diego Department of Human Resources. This position reports to the Senior Labor Relations Officer and is responsible for handling routine union contract administration matters and performs activities in support of the county-wide labor relations program.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in this class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Assists and provides information to labor relations staff.
2. Assists in the development of negotiating proposals.
3. Research, analyzes and costs union and County proposals.
4. Maintains differential salary incentive programs for represented employees, management and unrepresented employees.
5. Prepares reports and presentations on a variety of topics.
6. Composes routine board orders, memos and letters.
7. Develops and maintains tracking systems for incentive programs and various bargaining units.
8. Updates, publishes, and distributes to County departments the Representation Unit Listing.
9. Researches and prepares in draft or finished form, data for inclusion in correspondence or reports.
10. Composes and types letters on routine matters regarding the administration of union contracts, grievance processing and contract compliance issues.
11. Answers and handles incoming telephone calls and makes referrals as required.
12. Types letters, memos, reports and forms from rough drafts utilizing a Personal Computer equipped with word processing and database software.

■ KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles of organization and management.
- Research and data collection techniques.
- Communication techniques for gathering, evaluating and transmitting information.
- Basic methods of dispute resolution.
- Modern office procedures, practices and techniques.
- Proper punctuation, spelling and grammatical usage, and a broad vocabulary covering common administrative terminology.

Skills and Abilities to:

- Perform research, analysis and evaluation of facts and conflicting evidence.
- Reason logically and reach sound conclusions.
- Communicate effectively through clear and concise written correspondence and oral presentation.
- Prepare clear and concise reports.
- Establish working relationships with management staff, public officials, various labor organizations and the public.
- Read, analyze and logically interpret labor contracts, court cases, laws, Merit System Rules, arbitration decisions, policies and procedures.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. An associate degree from an accredited college or university (a degree in human resources or business administration, or related field is highly desirable), AND
2. Four years of para-professional employee/labor relations support experience.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classifications. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Frequent: sitting and repetitive use of hands, including simple grasping and fine manipulation. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, kneeling, power grasping, pushing and pulling, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in these classes, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in these classes may be required to use their own vehicle.

Certification/Registration

None

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: October 28, 2005 (Class No. 002439)**

Labor Relations Technician (Class No. 002439)

Union Code: CE

Variable Entry: Y